

**Blue Water Task Force  
Board of Directors Meeting  
Thursday, July 14, 2004, 3:00 p.m.**

**MINUTES**

1. **Call to Order:** The meeting was called to order by acting Chairman, Jon Holtzman at 3:10 p.m. Others in attendance were directors Mindy Nowakowski, Mary Jane McGarity, Caroline Henley, and Ron Edwards, and Coordinator Katie Alvin.
2. **Approval of Minutes:** XXX moved and YYY seconded to approve the minutes from the last meeting as recorded. Motion carried unanimously.
3. **Organizational Issues**
  - a. Board membership discussion: Katie said that Meg O'Leary volunteered to participate on the Board as a representative for Big Sky Resort. The group agreed that this would be a good idea. Katie will follow up with Meg. Ron said he knew of someone with the Yellowstone Club that might be a good representative. He will email that name to Katie and she will follow up. The Board would like a representative from the Chamber of Commerce to represent the business community and the community's strategic planning efforts. Katie will contact Marne and try to get participation.
  - b. The Board discussed officers and decided to have a Chairman, Vice-Chairman, and Secretary/Treasurer. Caroline moved and Mindy seconded to elect Jon as the Chairman. Motion carried unanimously. Caroline moved and Mindy seconded to elect Mary Jane as the Vice-Chairman. Motion carried unanimously. Mary Jane moved and Caroline seconded to elect Mindy as the Secretary/Treasurer. Motion carried unanimously.
  - c. The Board moved on to discuss structural and organizational details. It was decided that directors will be chosen by the Board in cooperation with the organization or interest that a director represents. Each director will serve for one year. Terms will be staggered after the first year. Directors will be appointed at the annual meeting each year, which will be held in January. Before the annual meeting, the BWTF will do outreach via newspaper or other resources to get volunteers for director positions if necessary.
  - d. Katie and Mindy completed the Articles of Incorporation and they have been successfully filed with the state. Katie will call to get the Employee Identification Number and will work with Mindy to finalize the bylaws. The next step is completing the application for tax-exempt status through the IRS.
4. **Financial Report:**
  - a. Checks Received:
    - i. \$4959.00 for invoice 2004G01-A from BSWSD for BSRAD tax funding
  - b. Invoices
    - i. NONE
  - c. Expenses to approve: The Board approved Katie to purchase checks and order testing equipment. Katie wondered whether or not we should get accounting software and Mindy suggested we contract out with a professional bookkeeper. The group agreed and Mindy said she would check on this.

**5. Scientific Report:**

- a. Katie will set up supplies at BSWSD lab and try to have everything set up for the BSWSD's open house on September 3. Board members are invited to be at the open house to represent the BWTF.
- b. Once the lab supplies come in, Katie will set up a sampling run-through. The board is encouraged to participate. Katie will keep the board updated.

**6. Public Relations Report:**

- a. Brochures need to be updated. Mary Jane volunteered to recreate the existing brochure. Katie will send her all the graphics and text. Ron volunteered to scan any text that isn't digital.
- b. The group agreed to set up an independent web site for the organization. Katie will look into the details and try to set up [www.bluewatertaskforce.org](http://www.bluewatertaskforce.org)
- c. Katie is working on questions for a community survey to be filled out at a variety of events. She will email a prototype to the group to review.
- d. The group agreed that a newsletter probably isn't necessary if we have a good web site.
  - i. Once the BWTF is up and running, Jon will compose a letter to the editor or a newspaper article announcing what's going on and inviting participation.
- e. Jon suggested that instead of doing monthly newspaper articles we should invite the media to attend each sampling event and hope that we get coverage that way.

**7. Adjournment:** Mindy moved and Mary Jane seconded to adjourn at 4:00 p.m. Motion carried unanimously.

**The next meeting will be Wednesday, July 28, 7:00 p.m.**